

**BY ORDER OF THE COMMANDER
341ST MISSILE WING**

341ST MISSILE WING INSTRUCTION 32-9002

1 DECEMBER 2010

Civil Engineering

CARE AND OPERATION OF BASE FACILITIES



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction complements Air Force Policy Directive 32-10, *Installations and Facilities*, and Air Force Policy Directive 32-90, *Real Property Management*, by establishing procedures and guidance for commanders and building managers in the care and operation of base facilities on Malmstrom AFB. It does not apply to the Air National Guard (ANG) or Air Force Reserve (AFRC) personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, **Recommendation for Change of Publication**; route AF Form 847 through the wing publishing office. Records created as a result of prescribed processes in this publication are maintained in accordance with AFMAN33-363, *Management of Records*, and disposed of as indicated in the Records Disposition Schedule available at <https://webrims.amc.af.mil>.

SUMMARY OF CHANGES

Changes Space Wing to Missile Wing throughout the instruction.

1. Policy. One of the most important functions of organizational commanders is the care and upkeep of all real property assigned to them. Under the guidance of AFD 32-10 and AFD 32-90 all facilities at the installation are assigned to individual unit commanders by action of the installation's Facilities Board through the Space Utilization Board. Through the Base Civil Engineer, each commander must provide the attention needed to keep real property in use to full capacity and efficiency.

2. Responsibilities. Proper attention to maintenance and building cleanliness is the responsibility of the commander whose operations occupy that building. If two or more organizations occupy a facility, the user occupying the most floor space will be responsible for

the facility and represent the interests of all using organizations. If equal space is assigned to several organizations, the ranking commander will be responsible for maintenance and cleanliness. These responsibilities are limited to those outlined below as the Base Civil Engineer is responsible for repair, utilities maintenance, and new construction of all facilities.

3. Building Maintenance. Responsible organization commanders will designate in writing an officer, NCO, SrA, or civilian equivalent as a primary and alternate building manager. Managers should have at least 18 months retainability at the time of appointment and will only be changed upon PCA, PCS, or retirement to lessen the impact of changes on all affected personnel as well as to ensure continuity. Building managers will acknowledge responsibility for the building(s) by signing the letter of appointment/release and obtain the initial mandatory building manager orientation training no later than 30 days after appointment. Refer to 341MWI32-9001, *Utilization and Assignment of Real Property Facilities*, for the appointment letter and the correct process. Through the building manager, commanders are responsible for the general cleanliness of their buildings. In addition, the following are user responsibilities:

3.1. Trash Collection. Place all trash and debris in dumpsters. Stone, brick, concrete, or dirt will not be placed in dumpsters. Scrap lumber or boards will be taken to the scrap woodpile. After depositing debris in the dumpster, the door will be closed to prevent debris from being blown out.

3.2. Lights. The building manager will be responsible for supplying the light bulbs as well as replacing all burned out light bulbs up to a ceiling height of 10 feet; civil engineering is responsible for replacing bulbs above 10 feet.

3.3. Pictures, Bulletin Boards, and Emblems. These items will be hung with commercial brackets. Excessive damage resulting from the installation of these items will be repaired at the expense of the building manager.

3.4. Plumbing. It is the responsibility of the building manager to attempt to clear clogged drain lines through the use of a plunger. Only after the building manager has made an attempt will civil engineering respond to clogged drains.

3.5. Insect and Rodent Control. Normal precautions will be taken by building managers to prevent infestation by insects or rodents. If infestation is observed, civil engineering will respond.

3.6. Locks and Keys. Maintain accountability for all keys to the facility on a document, ensure keys are issued to authorized personnel only, and retrieve keys when personnel PCS, separate, retire, etc. Building managers are reminded of the potential consequences of inadequate accountability or negligence, as described in paragraph 8, which results in the need to rekey any part of a facility.

3.7. Fire Extinguishers and Emergency/Exit Lights. The fire extinguishers and emergency/exit lights must be inspected a minimum of once a month. Annotate these inspections in the building manager book as well as on the yellow card attached to the fire extinguishers.

3.8. Energy Conservation. Encourage good housekeeping practices and conservation of utilities. Establish procedures to ensure interior and exterior lights are extinguished and that

heating temperatures are set at 55 degrees Fahrenheit, when the facility is unoccupied. When the building is occupied, follow the energy conservation checklist as close as possible.

3.9. Snow Removal. Owing commanders, through their building managers, are responsible to keep building doorsteps, landings, walkways, and building ramps clear of snow and ice. Snow removal in parking lots and roadways is the responsibility of civil engineering.

3.10. Anti-terrorism Checklist. The anti-terrorism checklist is to be used by the building manager during heightened terrorist activities or as recommended by the security forces.

4. Grounds Maintenance. Civil engineering is responsible for mowing, fertilizing, and maintaining base grounds; a contractor performs these tasks with oversight from civil engineering. Owing commanders are responsible for clean up around their buildings to the distances outlined below:

4.1. To the center between facilities, but no more than 100 feet.

4.2. To the edge of the street.

4.3. To the outside limits of a parking lot.

4.4. Playing fields will be maintained by the 341 FSS with the exception of the grass and sprinkler system.

5. Janitorial Services/Bathroom Supplies. Inspect contract janitorial service work and report unsatisfactory work to the contract performance management section (341 CES/CEOES), ext 6549. The statement of work, frequency of cleaning, and areas to be cleaned will be provided to each building manger by 341 CES/CEOES. If there are no janitorial services provided, bathroom supplies (soap, paper towels, etc.) will be provided by the building manager as well as establish rules, coordinated through the unit commander, for cleaning the facility.

6. Submission of Work Requests to Civil Engineering. Minor maintenance and repair work requests may be called in to the civil engineering customer service section, where a direct scheduled work order (DSW) will be initiated to accomplish the work. Major scope and minor construction work requests must be submitted to civil engineering on AF IMT 332, Base Civil Engineer Work Request. All AF IMT 332s must be submitted by the building manager or owning commander and coordinated with the fire department, wing safety, bioenvironmental, and security agencies, as appropriate, with the exception of requests for keys and two or more exterior signs. Contact the civil engineering customer service section prior to purchasing an item that will require civil engineering installation or support. The owning unit commander must sign minor construction requests. Minor construction is any work that would create new or enlarge the facility's volume/footprint or convert the facility's primary function.

7. Self-Help Work. Ensure that building occupants to not move or remove load bearing walls, water, heating, lighting, ventilation, air conditioning, plumbing, and related fixtures or other installed equipment or property without proper approval. No self-help work can be accomplished by building occupants unless approved by 341 CES/CEO on an AF IMT 332. Building occupants must be able to do all of the requested work for the project to be considered self-help.

8. Vandalism, Negligence, and Abuse. Damages caused by carelessness, negligence, abuse, or vandalism will be reported to the unit commander. The unit commander initiates an AF IMT 332 with a "statement of acceptance" signed by the individual(s) admitting liability. The

commander sets up a suspense file to ensure the debt is cleared. Civil engineering processes the work request. When approval is obtained, the work is initiated. When the work is completed, the customer service section provides the unit commander with the actual cost of repairs. The commander prepares a DD Form 1131, Cash Collection Voucher, and four copies. The individual(s) responsible for the damage takes the DD Form 1131 to the Accounting and Finance Office (341 CPTS/FMF) for deposit of payment. A receipt copy is furnished to the individual, the unit commander, and civil engineering for inclusion in the work order folder. When financial liability is not determined for damages to base facilities, the unit commander may initiate DD Form 200, Financial Liability Investigation of Property Loss, or a government property lost, damaged, or destroyed certificate. If the report of survey determines reimbursement is required, follow the procedures outlined above. When civil engineering or others identify damages to a facility caused by abuse, the commander of the organization involved will be notified. The commander has 24 hours to forward an AF IMT 332 to civil engineering to initiate repair of the damage and has 10 working days to advise civil engineering of the person(s) involved or whether a DD Form 200 will be initiated. Civil engineering identifies those units that are experiencing facility abuse problems and the success of collecting reimbursement for damages.

9. Forms Prescribed and Adopted.

9.1. Forms Prescribed. No forms prescribed.

9.2. Forms Adopted. This instruction adopts DD Form 1131, Cash Collection Voucher; DD Form 200, Financial Liability Investigation of Property Loss, and AF IMT 332, Base Civil Engineer Work Request.

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Commander